



MANITOBA DENTAL ASSOCIATION

Date: November 5, 2024
To: MDA Members and Registered Dental Assistants
From: Manitoba Dental Association
Re: CPR Self-Entry into the Continuing Education Account

In an effort to create efficiencies for the 2025 licensing renewal cycle, the Manitoba Dental Association has made some significant changes to our database in regards to entering CPR. In many instances, a license renewal cannot be processed as there is no current CPR certificate.

As of November 1st, members will be able to enter their CPR renewals into their Continuing Education (CE) account, just like other CE documents. Your CPR expiry will show at the top of the CE account, and will still be included on the licensing renewal forms. By having members enter their own CPR, they will still have a copy of the certificate [if needed] and will be reminded of the expiry date each time they enter CE credits. Automated renewal reminders will still be emailed to dentists and dental assistants approximately 6-8 weeks before the current certificate expires.

Follow the screen shots below for seamless entry of your CPR card:

My Account

- Continuing Education
- Continuing Education Portfolio
- Submit CE Report
- e-Alerts
- Office Assessment Resources
- Resources
- 2024 Fee Guides
- Infection Prevention and Control Practices (IPC)
- Neuromodulators and Dermal Fillers
- Careers & Practices For Sale
- Payment History
- Bylaw
- Change Password

CE Submissions

Dentist / Registered Dental Assistant

Each course must be submitted separately and within 60 days of attendance in accordance with the Bylaw for Continuing Education.

Synchronous courses must be live and attended either in-person or via media that allows for interactive, two-way learning.

Certain programs such as Sedation, Advanced Study Programmes, etc. cannot be submitted through this CE Submission Form and must be sent to ce@manitobadentist.ca for proper credit.

** All fields are required*

Course Title
Heart & Stroke CPR

Subject Area
CPR

Course Attendance in Hours
4

Course Date (mm/dd/yyyy)
10/01/2024

1. Enter the CPR course title
2. Select "CPR" from the dropdown options
3. Select the number of hours for the CPR course
4. Enter the date you completed the course that is reflected on the CPR Certificate or card given to you by the course provider.

CPR Information

Please provide the following CPR information to update your CPR records on file.

CPR Expiry Date (mm/dd/yyyy)

10/01/2025

5. Enter the CPR expiry date reflected on the CPR Certificate or card given to you by the course provider.

CPR Level

BLS

6. Enter the CPR Level reflected on the CPR Certificate or card given to you by the course provider.

CPR Provider

Heart & Stroke Foundation of Manitoba

7. Select the CPR Provider from the dropdown options.

Credit Hours Category

**** if program is not listed, please contact ce@manitobadentist.ca

Synchronous Seminars, Lectures and Participation Activities

8. Under Credit Hours Category, please select "Synchronous Seminars, Lectures and Participation Activities."

Approved Course Sponsor Type

<Select>

9. Under Approved Course Sponsor Type, please select "Qualified providers of emerg management prog. (ex CPR)"

Name of Approved Course Sponsor

10. Type in the CPR Provider.

Digital Copy of Proof of Participation

Click to add file

11. Don't forget to add your Digital Copy Proof of Participation!
The system will not allow you to submit without uploading this.

* Valid file types are: .jpeg, .jpg, .png, .gif, .pdf

Selected File: None

Attestation by Member

I confirm the accuracy of this submission. I will retain all my original CE documents for a period of 5 years past the end of my current 3-year CE cycle in which I am making this submission. I understand that providing any false or misleading information on this submission constitutes professional misconduct and will be referred for Peer Review. I also understand that my submissions may be reviewed, rejected, edited and/or audited by the Manitoba Dental Association at any time.

12. Be sure to check the Attestation.

CE AUDIT TERMINOLOGY

DENIED: indicates that a submission has been audited and has been denied, either because it does not meet the requirements of the bylaw, or proof of attendance has not been provided. Zero credits are added to the accumulated total for the CE cycle.

Submit

13. Once all information has been completed, click "Submit".

Any questions? Please contact Linda Berg at 204 560-0846 or lberg@manitobadentist.ca